



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

DAVID E. JANSSEN
Chief Executive Officer

July 17, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REQUEST TO ACCEPT LETTERS OF AUTHORIZATION AND APPROVAL OF FAMILY PLANNING PROGRAM AGREEMENT (ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of Health Services (Director), or his designee, to accept the Letters of Authorization from the California Family Health Council, Inc. (CFHC), Exhibit I (\$865,146) and Exhibit II (\$39,000), for federal Title X funds, for the provision of family planning services, in the total award amount of \$904,146, for Calendar Year (CY) 2007, at no net County cost.
2. Delegate authority to the Director, or his designee, to accept and sign the CFHC Agreement for CY 2007, Exhibit III.
3. Delegate authority to the Director, or his designee, to accept and sign any amendments to the CY 2007 base award of not more than twenty-five percent (25%) of the total amount of the award, subject to review and approval of County Counsel and the Chief Executive Office.
4. Delegate authority to the Director, or his designee, to enter into and sign amendments with JWCH Institute, Inc. (JWCH) and LABiomed, in CY 2007, to adjust scopes of work reflective of any increases or decreases in CY 2007 funding, by not more than fifteen percent (15%) of the base award for CY 2007, subject to review and approval of County Counsel and the Chief Executive Office.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS

In approving these actions, the Board is authorizing the Director, or his designee, to accept the federal Title X funds for the continued provision of family planning services. The Department of Health Services (DHS) Family Planning Program receives Title X funding for the provision of basic contraceptive services and targets specific populations with partnering projects in twelve family planning sites throughout Los Angeles County.

FISCAL IMPACT/FINANCING

The total program cost for CY 2007 is \$904,146, one hundred percent (100%) offset by federal Title X funds. Program costs include \$536,116 for Basic Contraceptive Services (BCS); \$302,800 for Special Populations with Partnering Project Plan; and \$65,230 for Family Planning Program Administration expenditures (Attachment B). There are no net County costs. This amount reflects an 8.53 percent reduction in funding from the CY 2006 award.

Funding is included in the Health Services Administration's Fiscal Year (FY) 2006-07 Final Budget and the FY 2007-08 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

For a number of years, the Board has authorized the acceptance of federal Title X funds and approved agreements with CFHC and the County's affiliated subcontractors for the continued provision of family planning services in County facilities.

On March 7, 2006, the Board approved a Letter of Authorization from CFHC in the amount of \$1,059,698 in federal Title X funds for CY 2006 for family planning BCS and Special Populations and Partnering projects. In the same action, the Board delegated authority to the Director, or his designee, to accept and sign the CFHC agreement for CY 2006. Retroactive amendments to agreements were also approved by the Board for JWCH and LABioMed for the period of January 1, 2006 through December 31, 2006, with automatic renewals for the period of January 1, 2007 through December 31, 2007.

On June 15, 2006, the Department received a Letter of Intent for CY 2007 indicating CFHC's intent to award federal Title X funds to the Department in the amount of \$863,388 following successful completion of a non-competitive bid for the third year of a three year funding cycle. The Department submitted its application for funding in August 2006 for CY 2007 grant funds.

On October 19, 2006, the Department was notified that additional Title X funds were allocated to the Delegate Agencies for CY 2007. As a Delegate Agency, Los Angeles County received an additional \$1,758 in funding, increasing the Title X funds from \$863,388 to \$865,146 for CY 2007.

On March 6, 2007, the Department received the official notice of award dated January 23, 2007 and the Title X Family Planning Program Contract dated March 2, 2007.

Honorable Board of Supervisors
July 17, 2007
Page 3

On March 30, 2007, the Department received notice of an allocation increase in the amount of \$39,000, bringing the total grant award to \$904,146 for CY 2007.

The recommended approval of the CFHC Agreement is for the period of January 1, 2007 through December 31, 2007 and is critical to ensuring the continued provision of family planning services.

The official notice of award and the Title X Family Planning Program Contract between CFHC and Los Angeles County have been approved as to form by County Counsel.

Attachments A and B provide additional information. Attachment C is the Grant Management Statement for grant awards exceeding \$100,000.

CONTRACTING PROCESS

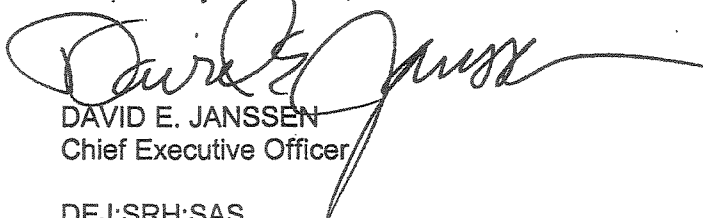
On March 19, 2007, the Department released a Request for Information (RFI) to determine the availability of interested and qualified providers of family planning services within the County of Los Angeles. Based on the outcome of the RFI, the Department will be conducting interviews of potentially qualified providers for the provision of future family planning services beyond CY 2007. In the interim, the Department is recommending the continuation of family planning services through the current service providers because of their expertise and access to the community.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The acceptance of the CFHC federal Title X funds and the approval of subcontract agreements with JWCH and LABioMed will ensure the continued provision of family planning services through December 31, 2007.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



DAVID E. JANSSEN
Chief Executive Officer

DEJ:SRH:SAS
DJ:LT:bjs

Attachments (6)

c: County Counsel
Director and Chief Medical Officer, Department of Health Services

SUMMARY OF AGREEMENT

1. **TYPE OF SERVICE:**

Family Planning.

2. **AGENCY ADDRESS AND CONTACT PERSONS:**

California Family Health Council, Inc. (CFHC)
3500 Wilshire Blvd., Suite 600
Los Angeles, CA 90010
Attention: Margie Fites-Seigle, Chief Executive Officer
Telephone: (213) 386-5614 Fax: (213) 368-4410
E-mail: www.cfhc.org

Subcontracts:

- A. JWCH Institute, Inc. (H-701982)
1910 West Sunset Blvd., Suite 650
Los Angeles, CA 90026-3290
Attention: Alvaro Ballesteros, Executive Director
Telephone: (213) 484-1186 Fax: (213) 413-3443
- B. Los Angeles Biomedical Research Institute (LABioMed) (H-701983)
(formerly known as Harbor UCLA Research and Educational Institute)
1124 W. Carson Street, Bldg. N14, Room 6
Torrance, CA 90502
Attention: Kenneth P. Trevett, JD, President & CEO
Telephone: (310) 222-3621 Fax: (310) 222-6515
Attention: Jay Schoenau, Vice President & Chief Financial Officer
Telephone: (310) 222-3605 Fax: (310) 328-0254
<mailto:msullivan11@comcast.net>

3. **TERM:**

January 1, 2007 through December 31, 2007.

4. **FINANCIAL INFORMATION:**

The total program cost for Calendar Year 2007 is \$904,146, 100% offset by federal Title X funds.
There are no net County costs.

Funding is included in the Health Services Administration's Fiscal Year (FY) 2006-07 Final Budget and the FY 2007-08 Adopted Budget.

5. **ACCOUNTABILITY FOR PROGRAMS:**

Karen Swanson, Interim Director, Office of Ambulatory Care

6. GEOGRAPHIC AREA(S) TO BE SERVED:

Countywide.

7. APPROVALS:

Office of Ambulatory Care: Karen Swanson

Chief Deputy: John R. Cochran III

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (approval as to form): Sharon Reichman, Principal Deputy

**LOS ANGELES COUNTY – DEPARTMENT OF HEALTH SERVICES
FAMILY PLANNING PROGRAM TITLE X ALLOCATION SCHEDULE
CALENDAR YEAR JANUARY 1 THROUGH DECEMBER 31, 2007**

TITLE X FAMILY PLANNING PROGRAMS	PROGRAM ADMINISTRATION	BASIC CONTRACEPTIVE SERVICES (BCS)	SPECIAL POPULATIONS W/PARTNERING PLAN PROJECT (SPP)*	TOTAL
County Operated:				
1. San Fernando Valley Cluster (3 sites)	\$ 0	\$ 99,167	\$ 48,146	\$ 147,313
2. Antelope Valley Cluster (1 site)	0	54,656	27,680	82,336
3. Coastal Cluster (3 sites)	0	36,193	14,239	50,432
TOTAL	\$ 0	\$ 190,016	\$ 90,065	\$ 280,081
Subcontractors:				
4. JWCH Institute, Inc. (4 sites)	\$ 0	\$ 255,178	\$ 130,403	\$ 385,581
5. Los Angeles Biomedical Research Institute (1 site)	0	90,922	47,208	138,130
SUBCONTRACTOR TOTAL	\$ 0	\$ 346,100	\$ 177,611	\$ 523,711
Program Administration				
6. Family Planning Program Administration	\$ 65,230	\$ 0	\$ 35,124	\$ 100,354
PROGRAM ADMINISTRATION TOTAL	\$ 65,230	\$ 0	\$ 35,124	\$ 100,354
TITLE X ALLOCATION TOTALS	\$ 65,230	\$ 536,116	\$ 302,800	\$ 904,146

Los Angeles County Chief Administrative Office

Grant Management Statement for Grants \$100,000 or More

Department: Office of Ambulatory Care

Grant Project Title and Description

Family Planning Services – Family planning services provided in twelve DHS Family Planning sites includes basic contraceptive services and special populations with partnering projects

Funding Agency

CHFC

Program (Fed. Grant #/State Bill or Code #)

1316-5350-71209-07

Grant Acceptance Deadline

ASAP

Total Amount of Grant Funding: \$904,146

County Match: N/A

Grant Period: Calendar Year 2007

Begin Date: 01/01/07

End Date: 12/31/07

Number of Personnel Hired Under This Grant:

Full Time: 0

Part Time: 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?

Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary ("N") items?

Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires?

Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a.) Absorb the program cost without reducing other services

Yes ☐ No ☒

b.) Identify other revenue sources (describe below)

Yes ☐ No ☒

c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.

Yes ☐ No ☒

Impact of additional personnel on existing space:

None

Other requirements not mentioned above:

None

Department Head Signature

Date: 7/05/07

October 19, 2006



CALIFORNIA

FAMILY

HEALTH

COUNCIL, INC.

Phillip Moore III, M.P.A.
Disaster Services Specialist
Department of Health Services County of LA
313 N. Figueroa, Suite 704
Los Angeles, CA 90012

RE: 2007 Title X Family Planning Services Contract

Dear Mr. Moore III:

Due to the redirection of Title X dollars within CFHC, I am pleased to announce that there are additional Title X dollars allocated to Delegate Agencies for 2007. Your agency's original 2007 Title X (FPS) allocation was \$863,388. Your agency's new 2007 Title X (FPS) allocation is \$865,146. This additional allocation will require that your agency amend the 2007 FPS Budget. The Extranet will be unlocked through November 1, 2006 for the amendment.

In order to accept the additional dollars, your agency must submit a brief explanation/justification of how the additional dollars will be spent, including identification of the specific line items that were increased. This explanation must be e-mailed to your Area Manager no later than November 1, 2006. If your increase is \$5,000 or greater, a Statement of Work change may be required. Your Area Manager will contact you to discuss this once your budget amendment and justification are submitted.

Please feel free to contact your Area Manager if you have any questions.

Sincerely,

Margie Fites Seigle
President & CEO

cc: Gordon Bunch

March 30, 2007

Received
April 5 67

Exhibit II

Wesley Ford
Director
County of Los Angeles Department of Health Services
313 N. Figueroa Street
Room 704
Los Angeles, CA 90012

SUBJECT: FAMILY PLANNING SERVICES ALLOCATION INCREASE FOR 2007
BUDGET BY SITE DEADLINE
FIRST QUARTER PAYMENTS



Dear Mr. Ford:

CALIFORNIA

ADDITIONAL ALLOCATION AMENDMENTS

FAMILY

In a letter dated March 22nd, you were notified of future funding mandated by our Board of Directors which included additional funds to be allocated in 2007. Based on the method stated in that letter, your agency has been approved to receive an increase of \$39,000 to be used toward costs incurred against your Family Planning Services Program.

HEALTH

COUNCIL, INC.

Although the additional dollars awarded to your agency were determined by the total number of approved Title X sites, it is not required that you allocate this award equally among the sites. The amount of individual site allocation is at the discretion of the agency. You will have to revise your current budget and indicate what the funds will be used for. This should be communicated to your Area Manager for approval. If your Scope of Work is affected, you will also have to amend your Scope of Work. Once the budget has been approved, a contract amendment will be processed.

BUDGET BY SITE AND FIRST QUARTER PAYMENTS

It is at your discretion as to when you amend your budget to include the additional allocation. You may choose to amend your budget in the first quarter or in the second quarter. If you add the additional allocation now, you must revise your 2007 Title X budget in the extranet by county by April 10th, 2007. As always, you cannot bill for the additional allocation until a revised budget has been submitted.

The "by site" budget spreadsheet needs to be submitted separately as an attachment to an email to askfinance@cfhc.org by April 10th, 2007 as well.

The first quarter SRERs are due April 25th. Warning letters will be issued for any agency missing the deadline.

Please contact Jon Duque at duquej@cfhc.org for instructions on how to revise your budget and if you have any questions regarding the budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'Diane Chamberlain', is written over the word 'Sincerely,'.

Diane Chamberlain
Chief Operating Officer

A handwritten signature in black ink, appearing to read 'Maryjane Puffer', is written in the bottom right area of the letter.

Maryjane Puffer
Division Director, CCHP

C: Contract File
Rosalie Arguelles

RECEIVED
MAR 08 2007

Exhibit III

March 2, 2007

BY:

Wesley Ford,
Director
County of Los Angeles Department of Health Services
313 N. Figueroa Street
Room 704
Los Angeles, CA 90012



CALIFORNIA

FAMILY

HEALTH

COUNCIL, INC.

SUBJECT: 2007 TITLE X FAMILY PLANNING PROGRAM CONTRACT

Dear Mr. Ford:

Enclosed are two (2) copies of the 2007 Title X Family Planning Program Contract between the California Family Health Council, Inc., and your agency. Please review the terms and conditions and note the following changes and/or additions from previous contracts:

Title page – we have added our Catalogue of Federal Domestic Assistance Number (#93.217) for audit purposes.

Section 4. Program and/or Budget Modifications – the last date that you may revise your 2007 budget is January 18, 2008.

Section 18. Property Management - paragraphs three and four have been revised/added to comply with federal regulations and requires you to submit a copy of your current Board approved Amortization Policy.

Exhibit E- your Cost Methodology Policy Statement has been added as an exhibit.

Please note that compliance with the Reporting Requirements will be a factor in future funding. Late submission of progress and financial reports might affect the amount of money you are awarded in 2008 and beyond.

If the terms and conditions are acceptable sign both copies and return them to my attention as soon as possible. Once signed by CFHC, one (1) fully executed copy will be returned for your records. Also enclosed is a Certificate of Authorization form. Please fill this out and return it along with a copy of your current Board approved Amortization Policy.

In the event you are unable to comply with any part of the contract, or should you have any questions, please contact me at 213-386-5614 ext. 4532.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Reetz', is written over a horizontal line.
Richard Reetz
Contract Coordinator

c: contract file
Rosalie Arguelles w/o enclosures

CERTIFICATE OF AUTHORIZATION
County of Los Angeles\Department of Health Services

I, the undersigned do hereby certify that I am a duly elected and/or appointed _____ (Title),
of _____, a California Corporation; and that
_____ (Name of Individual)
is the duly elected and/or appointed _____ (Title)
of the above organization and as such is authorized to enter into, make, sign,
seal, execute, deliver, acknowledge and perform any contract, agreement,
grants or amendments thereto with the California Family Health Council, Inc.,
that may be necessary, or proper to be entered into, made or signed,
executed, delivered, acknowledged or performed.

IN WITNESS WHEREOF, I have hereunto subscribed my name of said organization
this _____ day of _____, 2007.

Signed

Name

Please return this form and the
Contract Information Sheet to:
Richard Reetz
Contract Coordinator
California Family Health Council, Inc.
3600 Wilshire Boulevard, Suite 600
Los Angeles, CA 90010

California Family Health Council
2007 Title X Family Planning Program Contract
Contract Number 1316-5320-71209-07
CFDA #93.217

This Agreement is entered into between the California Family Health Council, Inc. and the Contractor, County of Los Angeles\Department of Health Services.

1. The term of this Agreement is January 1, 2007 through December 31, 2007.
2. The maximum obligation of CFHC for payments due under this contract shall not exceed \$865,146.00
3. The 2007 projected Family Planning Services budget summary is as follows:

CFHC Title X obligation for Family Planning Services	\$865,146.00
Family Planning Services Applicant & Other	\$4,374,033.00
Projected Family Planning Services Amount	\$5,239,179.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this agreement

Exhibit A – Terms and Conditions

Exhibit B – Reporting Requirements

Exhibit C – Statement of Work, Budget, Partnering Plan Information and Clinic Site Information for Family Planning Services

Exhibit D (if applicable) – Scope of Work and Budget for Special Programs (Male Services, Learning Labs, Partners in Youth)

Exhibit E - Cost Allocation Methodology Policy Statement

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

Contractor's Name: County of Los Angeles\Department of Health Services

By (Authorized Signator)

Date:

Printed Name and Title: Cara O'Neill
Chief of Contracts & Grants
Address: 313 North Figueroa Street
Room 704
Los Angeles, CA 90012

CALIFORNIA FAMILY HEALTH COUNCIL

Margie Fites Seigle, Chief Executive Officer
3600 Wilshire Blvd., Suite 600, Los Angeles, CA 90010

Date:

CFHC indirect cost rate recovery policy allows agencies with an approved DHHS negotiated rate to charge the prevailing approved rate. Agencies that utilize non-DHHS approved rates (i.e. state, county, local government rates) are limited to their actual rate or 18.7% of total direct costs less capital equipment, subcontracts, and patient care, whichever is less.

Program is subject to Code of Federal Regulations Title 45, Part 74.24 (b).

1. PERIOD:

The period of this contract is from January 1, 2007 through December 31, 2007.

2. STATEMENT OF WORK:

The funding under this contract shall be used for Family Planning Services. Services provided hereunder shall be referred to as "Family Planning Services". The program for providing Family Planning Services hereunder shall hereinafter be referred to as the "Family Planning Program". Family planning means the process of establishing objectives for the number and spacing of children, and selecting means by which those objectives may be achieved. Family Planning Services provided hereunder exclude abortions and services ancillary to abortion as provided in section 15 herein. The Contractor shall in a satisfactory and proper manner as determined by CFHC perform the functions and services described in the Statement(s) of Work, which is attached hereto and incorporated herein by reference.

3. CONSIDERATION:

The Contractor shall be compensated for services performed under this contract and paid for such services as set forth in the Budget(s), which is attached hereto and incorporated herein by reference.

Under the terms of this contract reimbursement will be based on submission of actual expenditures. Payment will be made based on the timely submission of and approval by CFHC of any and all financial and performance reports required herein, and the timely submission and approval of reports, surveys, or questionnaires as may from time to time be required.

The contractor is responsible for providing the funds, goods, and services identified as "Applicant and Other" in the attached Family Planning Program Budget.

4. PROGRAM AND/OR BUDGET MODIFICATIONS:

There is no limit to the amount of modifications that can be made to any Statement of Work, Budget or Partnering Plan, but any modification must be approved by CFHC before implementation and the last date that a request for a modification can be submitted is January 18, 2008.

5. RECORDS, ACCOUNTS, AND AUDITS:

The Contractor shall maintain books, records, documents, accounting procedures and practices, and other evidence, sufficient to reflect properly all direct and indirect costs of whatever nature for all Family Planning Services provided hereunder by Contractor, whether from CFHC or other funding sources, including all in-kind contributions. The Contractor agrees to permit CFHC, or its funding source, or any of its duly authorized representatives to have access to examine and audit any pertinent books, documents, papers and records related to this contract. Records as defined in this clause shall be retained and accessible for four years after the expiration of this contract.

Adequate documentation of each transaction shall be maintained to permit the determination of the allowability of expenditures reimbursed by CFHC under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of Contractor are nonexistent or inadequate according to generally accepted accounting practices, the questionable cost shall be disallowed by CFHC. In the event of findings of disallowed costs, Contractor has the right to appeal such findings within 30 days of notification of such findings. Such appeals shall be heard by a designee of CFHC.

If any litigation claim, negotiation, audit or other action involving the records has been started before the expiration of the four year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular four year period whichever is later.

Patient medical records must be retained for seven years after the last visit. Medical records for minors must be retained either seven years or until the minor's 19th birthday, whichever is later. Records for non-expendable property must be retained for three years after final disposition.

6. FINANCIAL AND COMPLIANCE AUDIT:

- A. Contractor is required to submit to CFHC a copy of their Annual External Audit and a copy of their A-133 Single Audit if applicable.

Contractors that are government or non-profit organizations agree to obtain an independent annual single, organization wide financial and compliance audit. The audit shall be conducted in accordance with the requirements specified in the Federal Office of Management and the Budget (OMB) Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations".

Contractors that are commercial organizations have two options regarding audits:

1. A financial related audit (as defined in the Government Auditing Standards, GPO Stock #020-000-00-265—4) of a particular award in accordance with Government Auditing Standards, in those cases where the Contractor receives awards under only one DHHS program; or, if awards are received under multiple DHHS programs, a financial related audit of all DHHS awards in accordance with Government Auditing Standards; or
2. An audit that meets requirements contained in OMB Circular A-133.

One copy of the audit report shall be delivered to CFHC. The report shall be due within 30 days after the completion of the audit.

- B. Contractor agrees that claims made against Contractor pursuant to an audit by CFHC, or the Federal Government will be recovered by one of the following options:
1. Contractor's remittance to CFHC of the full amount of the audit exception within 30 days following CFHC's request for repayment.
 2. A repayment schedule which is agreeable to both CFHC and the Contractor.
- C. CFHC reserves the right to select which option will be employed and the Contractor will be notified by CFHC in writing of the claim procedure to be utilized.
- D. Interest on the unpaid balance will accrue at a rate set forth in applicable rule or statute, beginning 30 days after Contractor's receipt of CFHC's demand for repayment.
- E. If Contractor has filed a valid appeal regarding the report of audit findings, recovery of overpayments will be deferred until a final administrative decision has been reached. If Contractor loses the final administrative appeal, Contractor shall repay to CFHC the overclaimed expenditures, plus accrued interest. Interest accrues from Contractor's first receipt of notice requesting reimbursement of questioned audit costs.
- F. If a Contractor has a finding or findings denoted within an audit or a CFHC conducted Site Review then Contractor must submit a copy of their response to the findings to CFHC in a timely manner. Failure to comply may lead to suspension of reimbursements, withholding of payment, and/or termination of contract.

7. CONTRACTOR'S FINANCIAL DUTY OF PERFORMANCE:

A. Applicant & Other Revenue/Grant Related Income

Applicant & Other revenue is to be used by the Contractor in the conduct of its Family Planning Program. Applicant & Other revenue includes income received from services to fee paying patients, to patients eligible for Medi-Cal, and to patients eligible for third party medical insurance.

Instructions regarding Treatment of Grant Related Income defined in this section, as it relates to the Family Planning Program/Project will be provided to Contractor.

B. Contributed Funds

Contributed funds are normally obtained from the Contractor's financial resources other than funds budgeted for operation of its family planning program funded under this contract. These funds must be contributed by the Contractor toward the operation of its family planning program if it incurs a deficit in Applicant & Other revenue.

8. FISCAL PROVISIONS

A. Federal Agreement Funds

1. It is mutually understood between the parties that this Agreement may have been entered into before ascertaining the availability of Congressional appropriation of funds for the mutual benefit of both parties in order to avoid program and fiscal delays, which would occur if the Agreement were executed after that determination was made.
2. This Agreement is valid and enforceable only if sufficient funds are made available by the United States Government for Fiscal Year -2007 for the purposes of this program. In addition, this Agreement is subject to any statute enacted by the Congress, which may affect the provisions, terms, or funding of this Agreement in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

B. Funding Reduction

1. In the event that the federal funds allocated for this program are not sufficient, CFHC may, upon thirty (30) days advance notice, reduce the maximum amount payable. Upon receipt of such notification, Contractor agrees to not claim reimbursement for

costs in excess of the maximum amount payable as adjusted. Contractor's budget and statement of work will be negotiated with Contractor.

2. CFHC agrees that the services to be provided based on the "Statement(s) of Work" will be reduced proportionately to the payment reduction cited in Paragraph 1 of this section.

9. MEDI-CAL AND FPACT BILLING REQUIREMENTS

The Contractor must have a Medi-Cal and Family PACT provider number and is required to identify both Medi-Cal and Family PACT eligible patients and bill services for these patients to the Medi-Cal and Family PACT programs.

10. STATUS OF CONTRACTOR:

The parties hereto agree that the Contractor, its agents and employees, in the performance of this contract, shall act in an independent capacity and not as officers, employees or agents of CFHC.

Contractor warrants that no conflict of interest exists between Contractor's officers, agents, or employees. Contractor shall prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties. In the event that CFHC determines that a conflict of interest situation exists, any increase in costs associated with the conflict may be disallowed by CFHC and such conflict may constitute grounds for termination of the Contract.

11. PERSONNEL:

Multiplicity of employment and remuneration on the part of the personnel at CFHC contract agencies is to be avoided. Staff members shall not deploy themselves so as to receive multiple pay from CFHC. An employee shall not be paid as a staff member and a consultant in the same agency.

No CFHC employee whose position enables him or her to influence the award of this contract or any competing agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor herein, or have any other direct or indirect financial interest in this contract, without specific CFHC written approval.

12. ASSIGNMENT OF CLAIMS:

Contractor is specifically prohibited from assigning, transferring, pledging or otherwise encumbering its duties or obligations under this contract with CFHC. Assignment of funds due thereunder as security or collateral for loans or for any other purpose are governed by the United States Assignment of Claims Act of 1940 and the implementing regulations, rules and directives, all of which are applicable to Contractor and must be strictly complied with. Requirements for assignment of funds due under reimbursement type contracts are set forth in the Code of Federal Regulations, Title 41, Section 1-30.700 et seq., and additional restrictions on contracts providing for advances are set forth in Section 1-30.708.

In the event Contractor has already or contemplates assigning, pledging or otherwise encumbering any portion of its right to receive funds under this contract with CFHC including factoring agreements or other financing arrangements, the lender, factor or assignee must be fully advised in writing of the terms and conditions of this contract with CFHC and the applicability of the above-mentioned statutory requirements. CFHC must also be fully advised, in writing, of the details of any completed or contemplated actions hereunder, sufficiently in advance for comprehensive examination of the Contractor's intended actions. CFHC and its funding source shall have no obligations or liability whatsoever to the assignee under any such assignments.

13. FACILITIES:

Contractor must have, or be officially exempted from, current health facilities or subacute hospital licensure. The facilities within which family planning services are furnished by the Contractor should include provisions for accommodating people with disabilities. These facilities should also have posted and made available to all personnel an on-going plan, specifying procedures to be followed in the event of fire, disaster or other emergency. In addition, fire and disaster drills should be conducted twice a year and the results documented.

14. LICENSES:

Contractor and each of its employees, agents and contractors shall obtain and maintain during the term of this contract all appropriate licenses required by law for the operation of its facility and for the provision of services hereunder.

15. PROVISIONS REGARDING ABORTIONS:

The Contractor agrees that no funds received pursuant to this contract shall be used to perform abortions or to supplant any funds used to perform abortions.

Contractor represents and agrees that when it is provided Family Planning Services under, and during the term of this Contract, it is not, and will not be, a group, clinic, or organization which advertises, advocates, or promotes abortion as a method of family planning, or which receives any fee or any other consideration as payment for referrals for abortion services. Contractor further agrees that none of the funds received under this Contract shall be used in programs where abortion is a method of family planning.

The Contractor agrees to the termination of this contract and further agrees to return to CFHC all unexpended funds that have been received from CFHC pursuant to this contract if CFHC finds that the contractor has violated the abortion provision.

16. INDEMNIFICATION:

Contractor shall indemnify, defend and hold harmless CFHC, its agents, officers, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage, including Contractor's property, arising from or connected with Contractor's provision of the services and the program provided hereunder, including any workers' compensation suits, liability, or expense, arising from or connected with services performed by, or by any person on behalf, of Contractor pursuant to this Agreement.

17. INSURANCE:

Without limiting Contractor's indemnification of CFHC, Contractor shall provide and maintain at its own expense during term of this Agreement, the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by responsible insurer(s) satisfactory to CFHC and proof shall be delivered to CFHC on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that CFHC is to be given written notice by registered mail at least thirty days in advance of any modification or termination of any program of insurance. In lieu of the insurance requirements listed below, CFHC acknowledges, understands and agrees that Contractor may provide any or all such required forms of insurance through programs of self-insurance as allowed under California law.

Failure on the part of Contractor to produce or maintain required insurance shall constitute a material breach of this Agreement upon which CFHC may immediately terminate or suspend this Agreement. Such insurance shall be primary to and not contributing with any other insurance maintained by CFHC, shall name CFHC as an additional insured, and shall include, but not be limited to:

- A. Liability: Comprehensive general liability insurance endorsed for premises-operations, products/completed operations, contractual, broad form property damage, and personal injury, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

If the above insurance is written on a Claims Made Form, such insurance shall be endorsed to provide an extended reporting period of not less than two years following termination of this Agreement.

- B. Workers' Compensation: A program of workers' compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including employers liability with a One Million Dollar (\$1,000,000) limit, covering all persons providing services on behalf of Contractor and all risks to such persons under this Agreement.
- C. Medical Malpractice: Medical Malpractice professional insurance coverage in the minimum amount of \$1,000,000.
- D. Fidelity: A loss payee endorsement under a blanket fidelity bond covering employees.

18. PROPERTY MANAGEMENT:

The Contractor shall maintain adequate property records, as well as effective inventory, control and maintenance procedures. Contractor will be responsible for replacing or repairing equipment for which it is accountable if lost, damaged or destroyed due to negligence on the part of the Contractor, or failure to secure appropriate insurance, or noncompliance with property management regulations or instructions of CFHC or its funding source.

Contractor shall submit to CFHC annually on a form provided an updated cumulative inventory of equipment purchased under this and preceding CFHC agreements.

Title X regulations require that items purchased with Title X Federal funds at or above your amortization threshold policy are to be reported on the annual Equipment Inventory List.

Contractor is required to submit a copy of their current Board approved Amortization Policy when they return signed copies of this contract.

19. CONFIDENTIALITY:

Contractor must assure client confidentiality and provide safeguards against the invasion of personal privacy, as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). No information obtained by the Contractor's staff about individuals receiving services funded by this contract may be disclosed without the individual's written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards for confidentiality. Information may otherwise be disclosed only in summary, statistical, or other form that does not identify the individual.

Contractor agrees to maintain the confidentiality of its patient records and information, including billings, in accordance with all applicable State and/or Federal laws, regulations, guidelines and directives relating to confidentiality of patient records. Contractor shall inform all of its involved officers, employees, and agents of the confidentiality provisions of this contract.

Notwithstanding any other provisions contained herein, CFHC and its funding source have the right to request and receive all records related to the administration, monitoring, and audit of this contract.

20. COPYRIGHTS, PATENTS AND OTHER MATERIALS:

If this contract results in a book or other copyrightable material, the author is free to copyright the work, but CFHC and the funding source reserve a royalty-free, nonexclusive, irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted resulting from this contract.

Any discovery or invention arising out of or developed in the course of work aided by this contract shall be promptly and fully reported to CFHC and to the funding source for determination as to whether patent protection on such invention or discovery, shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed and administered in order to protect the public interest.

CFHC and the funding source reserve the right to conduct its own examination of materials produced under this contract. If, upon examination any materials are deemed inappropriate, CFHC reserves the right to recall these materials from public distribution.

21. NON-DISCRIMINATION:

During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability, (including HIV and AIDS), mental disability, medical condition (including cancer), age, marital status, and denial of family care leave. Contractor and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

The contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

Employment of Contractor personnel and all actions effecting Contractor employees shall be based on the employee's qualifications and performance. Hiring shall be based on an evaluation that seeks to match the qualifications of the applicant to the requirements of the job. Contractor must follow its established personnel policies and procedures relating to all personnel issues arising in the provision of services hereunder.

Governing Statutes, Regulations and Rules: The specific details of the overall CFHC program implementing Public Policy Requirements are primarily provided by CFHC's funding agency and are referenced in the PHS Grants Policy Statement – DHHS Publication No. (OASH) 94-50,000 (Rev.) April 1, 1994. They are specifically listed in Subsections A through J following this paragraph.

- A. Equal Opportunity Executive Order 11246 as Amended.
- B. Title VI of the Civil Rights Act of 1964. The DHHS regulation implementing this requirement is contained in Code of Federal Regulations, Title 42, Part 59.209. http://opa.osophs.dhhs.gov/titlex/ofp_regs_42cfr59_10-1-2000.txt.
- C. Section 504 of the Rehabilitation Act of 1973. The DHHS regulation at Code of Federal Regulations, Title 45, Part 84 implements this requirement.
- D. The Americans with Disabilities Act of 1990.
- E. The Age Discrimination Act of 1975. The DHHS regulation implementing the provision of this Act is at Code of Federal Regulations, Title 45, Part 91.

- F. Title IX of the Education Amendments of 1972 (in particular, section 901 of those amendments). The DHHS regulation at Code of Federal Regulations, Title 45, Part 86 implements this requirement.
- G. Section 526 of the Public Health Service Act, as amended which provides that drug abusers suffering from medical conditions shall not be discriminated against. This prohibition is extended to all outpatient facilities receiving or benefiting from Federal financial assistance by Code of Federal Regulations, Title 45, Part 84.
- H. Section 522 of the Public Health Service Act, as amended which provides that alcohol abusers and alcoholics who are suffering from medical conditions shall not be discriminated against. This prohibition is extended to all outpatient facilities receiving or benefiting from Federal financial assistance by Code of Federal Regulations, Title 45, Part 84.
- I. Section 543 of the Public Health Service Act, as amended, which requires that records of substance abuse patients be kept confidential except under certain specified circumstances and for specified purposes. This requirement is implemented in Public Health Services regulations at Code of Federal Regulations, Title 42, Part 2.
- J. Office for Civil Rights' Policy Guidance on Language Assistance to Persons with Limited English Proficiency (LEP), which requires organizations that receive federal financial assistance to ensure that LEP persons have meaningful and equal access to benefits and services.

22. GENERAL TERMS AND CONDITIONS:

CFHC will advise the Contractor of additional conditions imposed by the funding source from which funds for payment of this contract are derived, and any additional conditions governing the use of such funds or performance of the family planning programs as may be required by law, Executive Order, by regulation, or by any other policy announced by the funding source. The Contractor agrees to either accept such additional conditions or to notify CFHC of its unwillingness or inability to do so. The Contractor agrees to comply with Federal Title X Regulations and Guidelines. The Contractor understands and agrees that strict compliance with all of these requirements is mandatory and any breach thereof is grounds for termination of this contract.

The project and services under this agreement are subjected to the terms and conditions incorporated either directly or by reference in the following:

- A. All provisions of 42 CFR Part 59 currently in effect or implemented during the period of the grant. (http://www.access.gpo.gov/nara/cfr/waisidx_02/42cfrv1_02.html).

- B. U.S. Department of Health and Human Services, Public Health Service Grants Policy Statement - DHHS Publication No. (OASH 94-50,000 (Rev.) April 1, 1994.
- C. Code of Federal Regulations Title 45 as applicable. This Title contains, among other regulations, administrative regulations, applicable to grants and cooperative agreements. Public policy provisions that are to be included in contracts under grants (or subgrants) are included in the procurement standards prescribed by Parts 74 and 92.
- D. Contractors who receive subgrants in an amount in excess of \$100,000 shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq.
- E. Contractors who receive subgrants in an amount in excess of \$100,000 shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- F. Certain contracts shall not be made to parties listed on the nonprocurement portion of the General Services Administration's "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs," in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension." (See Code of Federal Regulations 45, part 76).
- G. Notwithstanding any other provision of law, no provider under Title X of the Public Health Service Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.
- H. In accepting this award, the contractor certifies that it will encourage family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.
- I. The Buy American Act of 1933, as amended (41 U.S.C. 10a-10d), that requires that Government agencies give priority to domestic products when making purchasing decisions. Therefore, to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.
- J. The HHS Appropriations Act requires that, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money shall clearly state the percentage and dollar amount of the total costs of the program or project which will be financed with Federal money and the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

K. The grantee shall comply with the restrictions on lobbying set out in 45 CFR Part 93. In addition, the grantee shall comply with the restrictions on grantee lobbying in section 503 of the FY 2005 Appropriations act, as follows:

1. No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself.
2. No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

The Contractor shall also comply with all laws, statues, ordinances, rules and regulations of federal, state and local governments as they apply to this contract and the program set forth herein.

The particular funding source under which this contract is funded and referred to is as follows:

United States Department of Health and Human Services

23. MUNICIPAL GOVERNMENTS:

This section only applies if Contractor is a government organization (County or City).

- A. None of the expenditure items listed in the budget as CFHC's share in any of the contracting agreements, be either personnel or non-personnel, shall be subject to any orders for expenditure "freezes" which may be general policy of Contractor from time-to-time.
- B. Contractor agrees to provide all in-kind items identified in the providers (Applicant & Other) share of each contractor's budget.
- C. Contractor and its subcontractors shall develop a separate plan for each contract which provides a mechanism that is satisfactory to Contractor, the particular subcontractor, and CFHC, for insuring that Medi-Cal and fee bills are rendered for eligible patients, and that the receipts from these bills are applied back toward the family planning program, less Contractor/subcontractor billing and collection cost, in a manner approved by CFHC.

24. NOTIFICATION OF CHANGE IN KEY STAFF AND CLINIC SITE LOCATIONS:

The Contractor shall notify CFHC in writing within ten (10) working days of any change in Key Staff listed on the Contract Information Sheet or any address change of Title X clinic site locations.

25. TERMINATION OF CONTRACT:

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this contract or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract; or if the funding from the funding source under which this contract is funded is terminated by the funding source, CFHC shall thereupon have the right to terminate this contract in whole or in part by giving written notice to the Contractor of such termination and specifying the effective date thereof. In the event only a portion, or one or more components, of the work authorized by this contract is terminated under the provisions of this clause the Statement(s) of Work may be unilaterally changed by CFHC to document such change, and the Budget(s), will be reduced accordingly including a proportionate reduction in the total budgeted administrative costs.

Termination for failure of Contractor to meet certain obligations under this contract will be governed, in part, or in whole, by the *California Family Health Council, Inc., Board of Directors Policy F-002 – Defunding of Existing Agencies for Non-Compliance Issues*.

If the Contractor defaults at any location or scheduled clinic sessions of its total program, such default shall be considered material regardless of the number of locations or clinic sessions operated by the Contractor, so as to permit CFHC to terminate that portion of the Contractor's program. In the event of such termination, CFHC may unilaterally reduce the Budget(s), as set forth in the preceding paragraph. Enforcement of this provision will be governed by the following:

California Family Health Council, Inc., Board of Directors Policy F-003 – Reduction of Funds to Agencies Due To Clinic Closures

California Family Health Council, Inc., Board of Directors Policy F-008 – Reallocation of Title X Funds due To Clinic Closures or Defunding of Agencies.

If the Contractor is unable or unwilling to comply with such additional conditions as may be imposed by the funding source on the grant or contract under which CFHC is performing the program to which these services are being rendered, the Contractor shall have the right to terminate this contract by giving written notice to CFHC signifying the effective date thereof.

Either party may terminate this contract for any reason by giving the other party at least 30 days written notice, unless stated otherwise by other sections contained in this contract.

In the event of termination of this contract, either in whole or in part, all property, finished or unfinished documents, data, studies, and reports purchased or prepared by the Contractor under this contract shall, at the option of CFHC, become its property or be disposed of and the Contractor shall be entitled to compensation for any unreimbursed expenses necessarily incurred in satisfactory performance of this contract. Notwithstanding the above, the Contractor shall not be relieved of liability to CFHC for damages sustained by CFHC by virtue of any breach of this contract by the Contractor, and CFHC may withhold any reimbursement to the Contractor for the purpose of offset until such time as the exact amount of damages due CFHC from the Contractor is agreed upon or otherwise determined.

26. ALTERATION OF TERMS:

The body of this contract, together with the exhibits attached hereto, fully expresses all understanding of the parties concerning all matters covered and shall constitute the total contract. No addition to, or alteration of, the terms of this contract whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this contract which is formally approved and executed by the parties, except as otherwise provided herein.

Exhibit B

Title X Family Planning Program Contract Reports Requirements

All reports must be received by CFHC on the date designated no later than 5:00 p.m. if the report is submitted on paper and 11:59 p.m. if the report is submitted via the internet. If the due date occurs on a weekend day or a designated federal holiday, the report will then become due by the following closest business day.

CFHC sets report due dates to insure proper oversight of the programs being funded and as required by its funding source. Requests for an extension of the due date of any report must be made to and granted by CFHC before the due date of the report. Extension requests are granted on a case-by-case basis and the extension is only good for the specific report in question. Extensions will not be granted for reports that are due beyond the current reporting period. If an extension request is denied the Contractor must adhere to the due date stated in contract or be subject to the policy and procedure stated below.

All extension requests for Program or Progress reports must be submitted to the Contractor's designated Area Manager, or to the Division Director of the Clinical and Community Health Programs.

All extension requests for Financial Reports must be submitted to CFHC's Finance Department.

CFHC issues contracts with Delegate Agencies for the delivery of services. All contracts include a clause which details the various reporting requirements. Agencies will be paid no more than 90% of their contract funds until ALL reporting requirements are met. The remaining funds (10%) will be paid when the final expenditure report is submitted for the contract year.

The procedures and consequences for failure of a Delegate Agency to submit contractually required reports and information necessary for sound and prudent contract management are as follows:

Reduction of Funds Notice:

If by the submission deadline a Delegate Agency has failed to request an extension from Area Managers or from the Clinical and Community Health Programs Division Director, and/or has failed to submit a required report as detailed in said Agency's contract, a Loss of Withhold Funds notice shall be sent to the Agency via fax and e-mail indicating the following:

- (i) The agency / or county site as indicated will lose 50% of the 10% of funds withheld if the Report/Information is not received within five (5) working days of the date of the Loss of Withhold Funds Notice; or if the date due falls on a recognized CFHC holiday, the next business day is the due date.
- (ii) A revised budget must be submitted to CFHC if the agency's funds are reduced;
- (iii) If the Agency's Scope of Work is affected by the reduction of the withheld funds, a revised Scope of Work must be submitted to CFHC;
- (iv) If an agency loses the entire 10% withholding, and does not respond to a request for written reports within five (5) business days, the contract will be terminated.

Important: Please remember that timely communication for deadline extensions will prevent the loss of funds.

Exhibit B

1 of 2

California Family Health Council 2007 Family Planning Program Contract
Reporting Requirements for Family Planning Services**FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:**

The Contractor shall submit the following required reports in compliance with the dates and conditions specified below. CFHC will provide instruction when procedures for the proper completion if these reports change.

<u>REPORT TITLE</u>	<u>FREQUENCY OF SUBMISSION</u>	<u>DUE DATE</u>
Family Planning Services Semi-Annual Progress Report (by County) Submitted electronically at www.cfhc.org	<u>Semi-Annual</u>	25th of the month following the period reported for the data that is not submitted monthly. For January, February, March, April, May and June <u>DUE: July 25</u> For July, August, September, October, November and December <u>DUE: January 25, 2008</u>
Statement of Revenue and Expenditure Report (by County) Submitted electronically at www.cfhc.org	<u>Quarterly</u>	25th of the month following the period reported For January, February and March <u>DUE: April 25</u> For April, May and June <u>DUE: July 25</u> For July, August and September <u>DUE: October 25</u> For October, November and December <u>DUE: January 25, 2008</u>
Financial Status Report (FSR) Submitted to the attention of: Controller Finance Division	<u>Annual</u>	45 days following the close of the Contract period <u>DUE: February 15, 2008</u>

Exhibit B

2 of 2

California Family Health Council 2007 Family Planning Program Contract
Reporting Requirements for Family Planning Services

<u>REPORT TITLE</u>	<u>FREQUENCY OF SUBMISSION</u>	<u>DUE DATE</u>
Equipment Inventory Submitted to the attention of: Controller Finance Division	<u>Annual</u>	45 days following the close of the Contract period <u>DUE: February 15, 2008</u>
Annual External Audit and A- 133 Audit if applicable Submitted to the Finance Division	Annual	30 day after completion of audit(s)
Current Amortization Policy Submitted to the Finance Division	Annual	Submitted with signed copies of this contract
Special Reports, surveys and questionnaires as may be requested by CFHC or its funding source	Specified Date	Specified Date

Statement of Work (SOW)
1/1/2007 to 12/31/2007

Exhibit C

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

1. Administrative Goal: Strengthen the overall quality of the family planning program and its ability to meet the needs of the community.

OBJECTIVE #	ACTIVITY	JOB TITLE OF STAFF RESPONSIBLE	EVALUATION
1.	1.A Implement or maintain a review process of all agency functions, in order to ensure high quality family planning services and compliance with all Title X Guidelines by December 31, 2007, as evidenced by completion of activities 1A through 1J.	1.A SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.A Policies and procedures maintained and reviewed at site evaluations.
	1.B A review committee consisting of administrative and medical personnel will meet at least once annually to review the policies and procedures related to the family planning program.	1.B SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.B Meeting minutes maintained and reviewed at site evaluations.
	1.C Systematic client feedback is obtained through patient satisfaction surveys, inclusive of all sites, and the results are acted upon, as appropriate. <i>FPCA Performance Measure</i>	1.C SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.C Patient satisfaction surveys conducted, summarized, acted upon and reviewed at site evaluations.
	1.D Maintain and update a community needs assessment on a periodic basis (at least once every 5 years) to define agency's role in the community.	1.D SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.D Community Needs Assessment maintained and reviewed at site evaluations.
	1.E The Information and Education Review Committee, consisting of between five and nine members, will meet to review and approve any new educational materials developed and/or made available by the agency.	1.E SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.E Meeting minutes and materials review maintained and reviewed at site evaluations.
	1.F Maintain and update current clinical and client education protocols which include but are not limited to: reproductive health care and appropriate primary care; disability; domestic violence; emergency care; pregnancy counseling and testing; birth control methods; and STI/HIV.	1.F SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.F Protocols maintained and reviewed at site evaluations.

1.G	Document procedures for the identification and referral of patients with the following problems: high blood pressure, HIV positive, domestic violence, and substance abuse including smoking. <i>FPCA Performance Measure</i>	1.G SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.G Protocols and referral policies/lists maintained and reviewed and chart audits performed during site evaluations.
1.H	Maintain a Continuous Quality Improvement system which includes a follow-up system for abnormal medical findings.	1.H SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.H Procedures maintained and reviewed and chart audit performed at site evaluations.
1.I	The Continuous Quality Improvement medical team will review family planning client charts at each clinic site, inclusive of all providers. The charts will be reviewed for quality and documentation of medical services, education and counseling.	1.I SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.I Activities of the CQI medical team maintained and reviewed at site evaluations.
1.J	Offer emergency contraception either directly, by referral or by phone, through the family planning clinic within 72 hours of unprotected vaginal intercourse. <i>FPCA Performance Measure</i>	1.J SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.J Test calls made by CFHC Research staff to confirm availability of emergency contraception.

Statement of Work (SOW)
1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

2. Clinical Goal: Provide comprehensive clinical reproductive health services to Title X clients of reproductive age to plan and space their pregnancies.

OBJECTIVE #		ACTIVITY		JOB TITLE OF STAFF RESPONSIBLE	EVALUATION	
1.	Provide family planning education and medical services to eligible individuals per the Federal Poverty Guidelines, by December 31, 2007, as evidenced by completion of activities 1A through 1E.	1.A	Document and report the poverty status of 22075 family planning clients.	1.A SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.A	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.
		1.B	Provide family planning education, medical services and FDA approved contraceptive methods, either on site or by referral, to approximately 20785 female clients.	1.B SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.B	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.
		1.C	Provide family planning education and medical services to approximately 1290 male clients.	1.C SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.C	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.
		1.D	Provide a chlamydia test to at least 80% of women under the age of 25 within a 12 month period. <i>FPCA Performance Measure</i>	1.D SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.D	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.
		1.E	All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation. <i>FPCA Performance Measure</i>	1.E SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.E	CQI activities maintained and reviewed and chart audits performed during site evaluations.
2.	Provide family planning education and medical services to high-risk, hard-to-reach populations, including those reached through community partnerships, by December 31, 2007, as evidenced by	2.A	Develop and maintain a Partnering Plan (s) that includes a <u>Memorandum(a) of Understanding</u> with non-family planning community partner(s) who serve high-risk, hard-to-reach populations (See Exhibit B).	2.A SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	2.A	Memorandum(a) of Understanding maintained and reviewed at site evaluations.
		2.B	Provide family planning education and medical services to approximately 1109 new clients as a result of the community partnership(s) (as stated in Exhibit B).	2.B SFVC:Progmn. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin	2.B	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.

completion of activities 2A through 2C. (Reminder: must be a minimum of 35% of budget).			Dir&Med Di		
	2.C	Provide family planning education and medical services to the following number of individuals in high-risk, hard-to-reach populations (inclusive of those reached through community partnerships, other forms of outreach and walk in clients). A minimum of four of the following categories must be indicated: Homeless Individuals 50 Substance-Using / Abusing Individuals 215 Individuals with Disabilities 15 Individuals with Limited English Proficiency (LEP) 4775 Migrant Workers 0 Males 1290 Adolescents 225 TOTAL Clients Served 6570 Note: Clients may be counted in more than one category.	2.C SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	2.C	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.

Statement of Work (SOW)
1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

3. Adolescent Services Goal: Provide comprehensive clinical and counseling services to adolescents.

OBJECTIVE #	ACTIVITY	JOB TITLE OF STAFF RESPONSIBLE	EVALUATION
1. Provide adolescent-specific counseling to all adolescent clients seeking family planning services by December 31, 2007, as evidenced by completion of activities 1A through 1D.	1.A Provide adolescents with information, support and counseling to delay the initiation of sexual activity as appropriate.	1.A SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.A Documentation of counseling maintained in charts and reviewed at site evaluations.
	1.B Maintain / update and abide by protocols that ensure the provision of counseling to minors on how to resist coercive attempts to engage in sexual activity.	1.B SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.B Protocols maintained and reviewed and chart audits performed at site evaluations.
	1.C Provide counseling/education regarding family involvement to all adolescents under 18 years of age seeking reproductive health services whose family is not already aware that they are seeking reproductive services. <i>FPCA Performance Measure</i>	1.C SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.C Protocols maintained and reviewed and chart audits performed at site evaluations.
	1.D Maintain and abide by protocols for reporting child abuse as required by state law.	1.D SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.D Protocols maintained and reviewed and chart audits performed at site evaluations.

Statement of Work (SOW)
1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services.

Agency Number: 1316

County Name: Los Angeles

4. Community Education and Outreach Goal: Increase the community's knowledge of and access to family planning services offered by the Agency.

OBJECTIVE #		ACTIVITY		JOB TITLE OF STAFF RESPONSIBLE	EVALUATION	
1.	Conduct marketing, community outreach and education to potential Title X eligible clients by December 31, 2007, as evidenced by completion of activities 1A through 1D.	1.A	Maintain and update as necessary a Community Education and Outreach Plan to increase community knowledge of reproductive health and family planning services and of their availability to the community.	1.A SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.A	Community Education and Outreach Plan maintained and reviewed at site evaluations.
		1.B	Provide education and outreach to approximately 2375 individuals as a result of the Community Education and Outreach Plan.	1.B SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.B	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.
		1.C	Conduct education and outreach presentations to the following groups (check all that apply): X Community Groups X Schools X Faith-based Organizations X Social Service Agencies X WIC Centers X Migrant Camps X Detention/Incarceration Centers X Job Training Programs X Parent Groups X Parenting Programs X Businesses or Workplaces X Homeless Shelters X Substance Abuse Recovery Centers X Women's Shelters Other (specify):	1.C SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.C	Documentation of the number of presentations and attendance maintained and verified at site evaluations.
		1.D	Mass marketing efforts will reach approximately 3750 individuals through events and activities such as health fairs, street outreach, concerts and community events.	1.D SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	1.D	Documentation on the number of events and individuals reached through mass marketing events maintained and verified at site evaluations.
2.	Create and maintain community	2.A	Provide 2100 education and outreach contacts to high-risk, hard-to-reach populations through community	2.A SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc	2.A	As documented in Semi-annual Progress Report (SPR) and verified at site

partnerships with non-family planning agencies to increase community knowledge of family planning services among high-risk, hard-to-reach populations, by December 31, 2007, as evidenced by completion of activities 2A through 2B.		partnerships (as stated in Exhibit B).	Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di		evaluations.
	2.B	Develop, maintain and assess the effectiveness of a tracking system to tie partnership outreach contacts to the number of clinical visits as stated in Clinical Objective 2B and Exhibit B.	2.B SFVC:Progm. Mgr&Med Dir, AVC:PH Nsg Sup&Assoc Admin, Coastal:Women's Care Chf&CEO, JWCH:COO&Clin Operations Dir, LABioMed:Clin Dir&Med Di	2.B	As documented in Semi-annual Progress Report (SPR) and verified at site evaluations.

Statement of Work (SOW)
1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

5- Financial Management Goal: Improve and maintain the Agency's financial systems to ensure contract compliance.

OBJECTIVE #		ACTIVITY	JOB TITLE OF STAFF RESPONSIBLE	EVALUATION	
1.	Agency will maintain a family planning program in financial compliance with the contract requirements and Title X Guidelines, as evidenced by completion of activities 1A through 1D.	1.A	Develop a line item budget for the period January 1, 2007 to December 31, 2007 and submit modifications as necessary during designated periods.	1.A	Line item budget and necessary modifications submitted.
		1.B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR): <ul style="list-style-type: none"> - Budgetary control procedures - Accounting systems and reports - Purchasing/inventory control/property management - Charges, billing and collection procedures 	1.B	Financial management systems maintained in compliance and reviewed at site evaluations.
		1.C	Develop and properly implement a sliding fee scale to reflect the current federal poverty guidelines.	1.C	Sliding fee scale developed, implemented and reviewed at site evaluations.
		1.D	Complete all financial reporting requirements as detailed by the contract.	1.D	All financial reports submitted on time as required.

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
1-Medical Services Personnel									
a) Primary Care Physician									
1	Physician Specialist, MD (Co)	140972	140973	140973	12	11	15507	15507	0
1	Physician Specialist, MD (Co)	166302	166303	166303	12	3	4989	4989	0
1	Medical Director (JWCH)	158929	158930	158930	12	90	143037	128733	14304
			Subtotal:	466206	F.T.E.	1.04	163533	149229	14304

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
1-Medical Services Personnel									
b) Other Medical/Surgical Specialist									
1	Physician Specialist, MD, OB/GYN (LA)	171292	171293	171293	12	10	17129	17129	0
Subtotal:				171293	F.T.E.	0.10	17129	17129	0

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
1-Medical Services Personnel									
c) Mid-Level Practitioners									
1	NP (SFVC)	90377	90378	90378	12	50	45189	45189	0
1	NP (AVC)	88605	88606	88606	12	50	44303	14303	30000
1	NP (Co)	86868	86869	86869	12	18	15636	15636	0
1	NP (JWCH)	85737	85738	85738	12	30	25721	25721	0
1	NP (J)	77668	77669	77669	12	100	77669	15534	62135
1	NP (J)	75773	75774	75774	12	80	60619	15155	45464
1	NP (J)	70365	70366	70366	12	10	7037	7037	0
1	NP (J)	75773	75774	75774	12	10	7577	7577	0
1	NP (J)	72133	72134	72134	12	5	3607	3607	0
1	NP (J)	72133	72134	72134	12	5	3607	3607	0
1	NP (J)	73922	73923	73923	12	10	7392	7392	0
1	NP (J)	73922	73923	73923	12	5	3696	3696	0
1	NP (J)	73922	73923	73923	12	10	7392	7392	0
1	PA (LA)	83199	83200	83200	12	40	33280	33280	0
1	NP (LA)	83199	83200	83200	12	60	49920	49920	0
1	NP (LA)	80079	80080	80080	12	10	8008	8008	0
1	NP (LA)	77999	78000	78000	12	20	15600	15600	0
1	NP (LA)	75629	75630	75630	12	80	60504	43504	17000
1	NP (LA)	77999	78000	78000	12	10	7800	7800	0
1	NP (LA)	70344	70345	70345	12	20	14069	14069	0
1	NP (LA)	74879	74880	74880	12	80	59904	59904	0
1	NP (LA)	74879	74880	74880	12	20	14976	14976	0
			Subtotal:	1715426	F.T.E.	7.23	573506	418907	154599

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
1-Medical Services Personnel									
d) Nurses									
1	CNII (SFVC)	67560	67561	67561	12	100	67561	0	67561
1	CNI (SFVC)	63851	63852	63852	12	50	31926	31926	0
1	LVNI(SFVC)	37428	37429	37429	12	50	18715	18715	0
1	LVNI(SFVC)	37428	37429	37429	12	50	18715	18715	0
1	CNI (AVC)	63683	63684	63684	12	45	28658	28658	0
1	CNI (AVC)	63683	63684	63684	12	50	31842	31842	0
1	CNII (AVC)	66235	66236	66236	12	50	33118	33118	0
1	CNAI (AVC)	24323	24324	24324	12	40	9730	9730	0
1	CNI (Co)	62438	62439	62439	12	23	14361	14361	0
1	CNI (Co)	62438	62439	62439	12	22	13737	0	13737
1	CNAI (Co)	24323	24324	24324	12	28	6811	0	6811
1	CNAI (Co)	24323	24324	24324	12	12	2919	0	2919
			Subtotal:	597725	F.T.E.	5.20	278093	187065	91028

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
1-Medical Services Personnel									
e) Medical Support									
1	CNAI (SFVC)	24809	24810	24810	12	100	24810	12405	12405
1	CNAI (SFVC)	24809	24810	24810	12	50	12405	12405	0
1	CNAI (SFVC)	24809	24810	24810	12	50	12405	12405	0
1	Clk (J)	19489	19490	19490	12	100	19490	4872	14618
1	Sr. Clk. (J)	20986	20987	20987	12	20	4197	4197	0
1	Sr. Clk. (J)	20466	20467	20467	12	100	20467	4093	16374
1	CHW (J)	22047	22048	22048	12	100	22048	22048	0
1	Project Coordinator (J)	36108	36109	36109	12	80	28887	28887	0
1	Project Coordinator (J)	37959	37960	37960	12	100	37960	11388	26572
1	Clerk (J)	19489	19490	19490	12	100	19490	5847	13643
1	Clk (J)	23732	23733	23733	12	20	4747	4747	0
1	Clk (J)	19489	19490	19490	12	100	19490	19490	0
1	Clk (J)	19489	19490	19490	12	50	9745	9745	0
1	Sr. Clk (J)	22047	22048	22048	12	100	22048	22048	0
1	Sr. Clk (J)	26873	26874	26874	12	100	26874	26874	0
1	Medical Assistant (J)	22047	22048	22048	12	50	11024	11024	0
1	Medical Assistant (J)	20986	20987	20987	12	100	20987	20987	0
1	Medical Assistant (J)	20986	20987	20987	12	100	20987	20987	0
1	Medical Assistant (J)	22609	22610	22610	12	100	22610	4522	18088
1	COW (J)	28225	28226	28226	12	40	11290	11290	0
1	Proj. Coordinator (J)	35234	35235	35235	12	100	35235	35235	0
1	Driver (J)	22047	22048	22048	12	10	2205	2205	0
1	CHW (J)	20986	20987	20987	12	100	20987	4197	16790
1	HWII (LA)	31012	31013	31013	12	100	31013	31013	0
1	HWII (LA)	31091	31092	31092	12	100	31092	31092	0
1	HWII (LA)	29819	29820	29820	12	60	17892	17892	0
1	HWII (LA)	21851	21852	21852	12	100	21852	21852	0
1	HWII (LA)	19235	19236	19236	12	100	19236	19236	0
1	HWII (LA)	21839	21840	21840	12	100	21840	0	21840
1	HWII (LA)	21627	21628	21628	12	100	21628	21628	0
1	Sr. Clk (LA)	35090	35091	35091	12	100	35091	35091	0
1	Clerk (LA)	20454	20455	20455	12	100	20455	20455	0
				787771		26.30	650487	510157	140330

	Subtotal:		F.T.E.				
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**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
2 - Other Health Personnel									
1	STC (SFVC)	36885	36886	36886	12	50	18443	18443	0
1	ITC (SFVC)	32744	32745	32745	12	50	16373	16373	0
1	ITC (SFVC)	32744	32745	32745	12	50	16373	16373	0
1	Nutritionist II (SFVC)	49284	49285	49285	12	50	24643	24643	0
1	Health Educator (SFVC)	54518	54519	54519	12	10	5452	0	5452
1	CHWI (J)	28932	28933	28933	12	80	23146	23146	0
1	Sr. CHWI (J)	29660	29661	29661	12	100	29661	5932	23729
1	CHWI (J)	24335	24336	24336	12	100	24336	24336	0
1	CHWI (J)	23149	23150	23150	12	90	20835	7292	13543
1	CHWI (J)	23149	23150	23150	12	80	18520	18520	0
1	Sr. CHWI (J)	32717	32718	32718	12	80	26174	26174	0
1	CHWI (J)	31137	31138	31138	12	20	6228	6228	0
1	Outreach Coordinator (LA)	38999	39000	39000	12	100	39000	0	39000
1	Promotora (LA)	26993	26994	26994	12	100	26994	26994	0
			Subtotal:	465260	F.T.E.	9.60	296178	214454	81724

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
3 - Ancillary Services Personnel									
a) Laboratory Staff									
Subtotal:				0	F.T.E.	0	0	0	0

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
3 - Ancillary Services Personnel b) Pharmacy Staff									
			Subtotal:	0	F.T.E.	0	0	0	0

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
4- Clinical Overhead Personnel									
a) Administration									
1	PM II (SFVC)	69935	69936	69936	12	50	34968	34968	0
1	Secretary III (SFVC)	41456	41457	41457	12	100	41457	41457	0
1	PH Nursing Supervisor (AVC)	76803	76804	76804	12	60	46082	46082	0
1	Staff Assistant II (AVC)	50008	50009	50009	12	20	10002	10002	0
1	Hlth Care Fin Analyst (AVC)	54248	54249	54249	12	10	5425	5425	0
1	ITC (Co)	32102	32103	32103	12	15	4815	4815	0
1	COO (J)	107055	107056	107056	12	40	42822	42822	0
1	Clin. Director (J)	77614	77615	77615	12	50	38808	34927	3881
1	Clin. Admin (J)	70356	70357	70357	12	60	42214	37993	4221
1	Project Coordinator (J)	38916	38917	38917	12	80	31134	28021	3113
1	Billing Dir. (J)	66975	66976	66976	12	15	10046	10046	0
1	Data Equip Con Opr (J)	27538	27539	27539	12	100	27539	27539	0
1	AA (J)	38916	38917	38917	12	45	17513	17513	0
1	Clinical Director (LA)	86038	86039	86039	12	100	86039	86039	0
1	Staff Assistant (LA)	40799	40800	40800	12	100	40800	40800	0
1	Admin Asst (LA)	38412	38413	38413	12	100	38413	38413	0
1	PM II (Office of Amb Care)	69689	69690	69690	12	90	62721	0	62721
1	Sr. Staff Analyst (Office of Amb Care)	84077	84078	84078	12	20	16816	16816	0
1	Sr. Staff Analyst (Office of Amb Care)	84077	84078	84078	12	10	8408	8408	0
1	Staff Analyst (Office of Amb Care)	78916	78917	78917	12	10	7892	7892	0
1	Asst. Staff Analyst (Office of Amb Care)	70798	70799	70799	12	5	3540	3540	0
1	Nsg Care Specialist I (Off of Amb Care)	68055	68056	68056	12	5	3403	3403	0
1	Asst. Staff Analyst (Off of Amb Care)	70798	70799	70799	12	5	3540	3540	0
1	Asst. Staff Analyst (Office of Amb Care)	70798	70799	70799	12	5	3540	3540	0
1	Hlth Care Fin Analyst (Off of Amb Care)	61979	61980	61980	12	5	3099	3099	0
1	Accountant II (Office of Amb Care)	49765	49766	49766	12	5	2488	2488	0
1	Billr (LA)	19823	19824	19824	12	100	19824	19824	0
1	Admin Asst (LA)	33799	33800	33800	12	50	16900	16900	0
			Subtotal:	1679773	F.T.E.	12.55	670248	596312	73936

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

# of Staff	Budget Category	Annual Salary Range		Annual Salary	# of Months	% of Time	Total Amount	SOURCE OF FUNDS	
		Min	Max					Applicant and Other	Allocated from CFHC
4- Clinical Overhead Personnel									
b) Facility									
1	PRW (AVC)	40841	408423	40842	12	50	20421	20421	0
1	PRW (AVC)	40842	40843	40843	12	40	16337	16337	0
1	PRW (AVC)	40842	40843	40843	12	20	8169	8169	0
1	Intermediate Clerk (AVC)	31332	31333	31333	12	40	12533	12533	0
			Subtotal:	153861	F.T.E.	1.50	57460	57460	0

**Family Planning Services Budget
Budget Details - Personnel Services**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Annual Salary	Total F.T.E.	Total Amount Required	SOURCE OF FUNDS	
				Applicant and Other	Allocated from CFHC
5-Fringe Benefits					
a) Salaries and Wages					
Primary Care Physician	466206	1.04	163533	149229	14304
Other Medical/Surgical Specialist	171293	0.10	17129	17129	0
Mid-Level Practitioners	1715426	7.23	573506	418907	154599
Nurses	597725	5.20	278093	187065	91028
Medical Support	787771	26.30	650487	510157	140330
Other Health Personnel	465260	9.60	296178	214454	81724
Laboratory Staff	0	0.00	0	0	0
Pharmacy Staff	0	0.00	0	0	0
Administration	1679773	12.55	670248	596312	73936
Facility	153861	1.50	57460	57460	0
Total Salaries and Wages:	6037315	F.T.E. 63.52	2706634	2150713	555921
b) Fringe Benefits	RATE (%)				
FICA	1.45		39246	31185	8061
S.U.I.	0.14		3789	3011	778
Health Insurance	11.05		299083	237654	61429
Worker's Compensation	13.8		373515	296798	76717
Other: (Specify) Retirement	29.97		811179	644569	166610
Employee Benefit rate @56.41%	0		0	0	0
N/A	0		0	0	0
N/A	0		0	0	0
N/A	0		0	0	0
Total Fringe Benefits:	56.41		1526812	1213217	313595

	Amount Required for the Position		Correct Total Fringe Benefit Rate	Total Amount Required	Fringe Benefits Adjustment	
	Applicant and Other	Allocated from CFHC			Applicant and Other	Allocated from CFHC
c) Fringe Benefits Adjustments						
Primary Care Physician	0	0	0	0	0	0
Other Medical/Surgical Specialist	0	0	0	0	0	0
Mid-Level Practitioners	0	0	0	0	0	0
Nurses	0	0	0	0	0	0

Medical Support	0	0	0	0	0	0
Other Health Personnel	0	0	0	0	0	0
Laboratory Staff	0	0	0	0	0	0
Pharmacy Staff	0	0	0	0	0	0
Administration	0	0	0	0	0	0
Facility	0	0	0	0	0	0
Other Adjustments				-519593	-414210	-105383
Total Fringe Benefits Adjustments:				-519593	-414210	-105383
TOTAL PERSONNEL SERVICES COST:				3713853	2949720	764133

**Family Planning Services Budget
Budget Details - Patient Care**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Hourly Rate	# of Hours	Total Amount	SOURCE OF FUNDS	
				Applicant and Other	Allocated from CFHC
2-Patient Care					
a) Clinical Services					
Medical Consultant (AVC)	110	144	15840	11357	4483
Medical Consultant (JWCH)	325	70	22750	22750	0
Medical Consultant (JWCH)	200	208	41600	41600	0
MD Consultation(LA)	150	10	1500	1500	0
MD Consultation(LA)	150	40	6000	6000	0
Pharmacist Consultation (LA)	83	12	996	996	0
Consultant CPR trng (LA)	1000	1	1000	1000	0
Total Clinical Services:			89686	85203	4483

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
2-Patient Care			
b) Laboratory Services			
1. Laboratory supplies	25000	25000	0
2. Laboratory tests	29244	29244	0
3. Outside laboratory services	13000	13000	0
4. Other - Specify:			
Total Laboratory Services:	67244	67244	0
TOTAL PATIENT CARE COST:	156930	152447	4483

**Family Planning Services Budget
Budget Details - Equipment**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Quantity	Unit Cost	Total Amount	SOURCE OF FUNDS	
				Applicant and Other	Allocated from CFHC
3-Equipment					
Telephone System (LABIOMED)	1	34510	34510	34510	0
Total Equipment Cost:			34510	34510	0

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Hourly Rate	# of Hours	Total Amount	SOURCE OF FUNDS	
				Applicant and Other	Allocated from CFHC
4-Other Costs					
a) Consultants					
Total Consultants:			0	0	0

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
b) Medical Supplies			
Medications	33362	33362	0
Contraceptive methods	452646	452646	0
Other medical supplies	91166	89416	1750
Medical equipment under \$5000: (Specify)			
Total Medical Supplies:	577174	575424	1750

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
c) Office Supplies			
Office supplies	47765	40518	7247
Office equipment under \$5000 (specify): Office Equipment (LABioMed @ 52,000)	52000	52000	0
Total Office Supplies:	99765	92518	7247

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
d) Duplication & Printing			
Internal duplication	2095	1582	513
Outsourced printing	15500	11348	4152
Total Printing & Duplication:	17595	12930	4665

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
e) Health & Educational Supplies			
Purchases	22780	8488	14292
Outsourced printing - educational materials	15992	11000	4992
In-house duplication - educational materials	3508	2000	1508
Total Health & Educational Supplies:	42280	21488	20792

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
f) Utilities and Communication			
Telephone	14312	14312	0
Utilities	0	0	0
Postage and deliveries	3200	3200	0
Internet costs	3300	3300	0
Total Utilities and Communication:	20812	20812	0

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
g) Travel Expense			
Local travel (mileage reimbursement; local parking)	9605	9000	605
In-state / out-of-state travel (i.e. air fares, meals, taxis / cabs)	12339	12339	0
Meetings & conferences	28076	19576	8500
Total Travel Expense:	50020	40915	9105

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
h) Lease/Rental Expense			
Occupancy rental/lease	25000	25000	0
Equipment rental/lease	9500	9500	0
Storage Space (JWCH)	4900	4900	0
Total Lease/Rental Expense:	39400	39400	0

**Family Planning Services Budget
Budget Details - Other Costs**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
4-Other Costs			
i) Other Expense			
Federally Approved Indirect Cost rate	0	0	0
Employee training (SFVC)	2223	0	2223
SPPPP w/FMBC (AVC)	27680	0	27680
Nursing bonuses @50%-5 emp. (AVC)	3300	3300	0
Bilingual bonuses @50%-4 emp. (AVC)	600	600	0
Bilingual bonus @50%-1 emp. (Co)	600	600	0
Indirect cost @20.3% (JWCH)	204294	204294	0
Malpractice & Auto Ins. (JWCH)	6500	6500	0
Memberships (JWCH)	1500	1500	0
Incentives (JWCH)	42000	42000	0
Outside Svs (JWCH)	30000	22500	7500
Licensing (JWCH)	500	500	0
Indirect Cost @ 20% (LABioMed)	150426	134858	15568
Indirect Cost @ 6.125% (LABioMed)	1049	1049	0
Computer Support Maintenance (LABioMed)	15000	15000	0
Microscopes maint & books dues(LABioMed)	1168	1168	0
Total Other Expense:	486840	433869	52971
TOTAL OTHER COSTS:	1333886	1237356	96530

**Family Planning Services Budget
Budget Summary**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Budget Category	Total Amount Required	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
1) Personnel Services	3713853	2949720	764133
2) Patient Care	156930	152447	4483
3) Equipment	34510	34510	0
4) Other Cost	1333886	1237356	96530
TOTAL COST	5239179	4374033	865146

SUMMARY OF APPLICANT AND OTHER SOURCES	AMOUNT
A. Applicant Funds	
General Funds	0
County Inkind (AVC & Off.of Amb Care)	462026
Subtotal Applicant Funds	462026
B. Family P.A.C.T. Fee for Service (FFS)	3611547
C. Medi-CAL	118460
D. Other Federal	
Medicaid	0
Medicare (Title XVIII)	0
Title V (MCH Block Grant)	0
Bureau of Primary Health Care	0
Social Services Block Grant (Title XX)	0
Other Federal (Specify): N/A	0
Subtotal Other Federal Grants	0
E. State and Local	
State Govt. Grants (Specify): N/A	0
Local Govt. Grants (Specify): N/A	0
Other (Specify): N/A	0
Subtotal State and Local Grants	0
F. Third-Party Payers	
Patient Fees	30000
Private Health Insurance	0
Private Grants (Specify): Donations:JWCH 90,000 & LABioMed 62,000	152000
Other Third-Party Payers	0
Subtotal Third-Party Payers	182000
Total Applicant and Other Sources	4374033

**Family Planning Services Budget
By Project Summary**

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

Budget Period Start Date: 1/1/2007 Ending Date: 12/31/2007

Family Planning Services	Total Amount Required	SOURCE OF FUNDS	
		Applicant and Other	Allocated from CFHC
1) General Family Planning Services	4936378	4374033	562345
2) Partnering Plan for Special Populations (min. 35% of budget)	302801	0	302801
TOTAL COST	5239179	4374033	865146
TOTAL COST (all counties)			865146
CY2007 FPS AGENCY ALLOCATION:			865146

Partnering Plan. Partnering Plan for Special Populations must be a minimum of 35% of the total budget requested from CFHC. Monies may be used for all costs associated with developing and implementing the Plan. These may include expenses associated with: tracking new clients, personnel, outreach, marketing materials, or meetings. Agencies may also subcontract a portion of their funds with their partnering agencies to support partnering activities.

The applicant must clearly state how the 35% of the requested Title X funds will be used and refer to appropriate line items in the budget.

SFVC- SFVC Title X HCs will partner with Vaughn Next Century Learning Center in the Limited English Proficiency category. This charter school serves 1,600 students and has 3,000 active parent partners. As many as 91% of these parents are limited English speaking and approximately 52% are first generation immigrants. Their knowledge of and access to family planning services is either non-existent or extremely limited. SFVC proposes to utilize Special Population funds for one Clinic Nursing Attendant at 50% time (\$12,405.00 + benefits) to provide individual education at Vaughn and SFVC Title X HCs; one Health Educator at 10% time (\$452.00 + benefits) to conduct education sessions at Vaughn; Approx. 15% time for the Clinic Nurse II to provide clinical support, education, and abnormal lab follow-up (10,072.00 + benefits). We are also allocating \$6,223.00 for educational materials, travel and training expenses. We will provide education to 100 individuals, and medical services to 10.

AVC - Antelope Valley Care will partner with First Missionary Baptist Church and their Black Infant Health Program to reach substance abusing/using individuals and individuals with disabilities. AV proposes to utilize SPP Title X funds for one Community Outreach Worker (\$25,000) to provide outreach and education sessions, and track appointments resulting from outreach contacts; local travel costs (mileage/parking) for the Community Worker (\$1,500); and health education materials for the outreach and education sessions (\$1,180).

CO- The bulk of costs we have allocated in our budget for the partnering projects are dedicated to the salary of our Outreach Coordinator and Educator, who is carried on our budget as an Clinic Nursing Specialist (\$9,731). In addition, the costs of provider health education materials (\$3,000) are needed to provide education materials to our special groups and to the education efforts we make in conjunction with our partner. Those costs meet the requirement that 35% of the Title X budget be dedicated to partnering efforts.

JWCH - The partnering plan for special population funds will be used to strengthen partnerships with the Florence WIC. This existing and successful partnership will enhance the services provided through this partnership by increasing the amount of time spent on community outreach to Limited English Proficiency clients at these facilities. The designated staff who work at this facility will dedicate additional time to conduct outreach activities, focusing on distribution of clinic flyers to Spanish speaking potential patients. Office supplies such as paper, binders, pens, toners, staples, other desktop supplies, etc. will assist us in registering and tracking of clients. Medical supplies such as Scopettes, Betadine Solution, KY Jelly, Normal Saline, etc. are essential supplies in providing medical services.

LABIOMED - Because individuals with limited English proficiency, those with disabilities and those using or abusing substances require more time within the clinic setting, a Clinic Health Worker is dedicated to these dollars. The Outreach program at WHCC, focuses on reaching these special populations so a portion of this programs positions (Promotora) are also dedicated. The Outreach Coordinator will attend Title X conferences. Some dollars will be used for outsourced printed material, patient incentives and health education supplies.

FPP0- Provides overall administrative coordination and management of the CFHC Title X Grant which provides funding for the five Title X Family Planning Programs indicated above. FPP0 will collect, review and submit all required CFHC reports and documents on the SPP Project.

1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

County Name: Los Angeles

: Partnering Plan. The goal of the Partnering Plan is to develop partnerships with non-family planning agencies in the community to increase family planning education and medical services to high-risk, hard-to-reach populations, which include: homeless individuals, substance-using/abusing individuals, individuals with disabilities, individuals with Limited English Proficiency (LEP), migrant workers, males and adolescents. Examples of partners include a business that employs mostly low-wage, LEP clients without insurance coverage for family planning; a rehabilitation center for people recovering from addiction; or an organization that provides non-medical services to migrant farm workers. Partners are not limited to not for profit organizations.

Agency Partnering Plan Information		
Partner 1 :	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: Vaughn Next Century Learning Center (San Fernando Vly Clstr)	100	10
Population Served: (Check all that apply. A minimum of one must be checked per partner.) <input type="checkbox"/> Homeless Individuals <input type="checkbox"/> Substance Using/Abusing Individuals <input type="checkbox"/> Individuals with Disabilities <input checked="" type="checkbox"/> Individuals with Limited English Proficiency <input type="checkbox"/> Migrant Workers <input type="checkbox"/> Males <input type="checkbox"/> Adolescents		
Partnering Plan: Goals and objectives: To provide reproductive health and healthy lifestyles education to 100 parents. Provide educational materials and individual counseling in the campus Resource Center. Brief description of partnership: Vaughn Next Century Learning Center has 1,600 students, and has an active partnership with 3,000 parents. As many as 91% of these parents are limited English speaking and approximately 52% are first generation immigrants. Their knowledge of and access to family planning services is either non-existent or extremely limited. Our goal is to provide these parents with reproductive health and healthy lifestyle education and resource information to obtain family planning services. Brief description of tracking system for outreach contacts and visits: Outreach visits will be tracked via a roster of attendees at each outreach/education session. We will track the medical visits by asking out limited English proficiency patients how they learned about our services. This information will be documented on a log sheet. The log sheet and roster will be maintained by the program office. Evaluation plan for reviewing success of partnership: This partnership will be evaluated by conducting random parent satisfaction surveys, feedback from school staff, and by reviewing the number of parents given medical services.		
Partner 2 :	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: : First Missionary Baptist Church (Antelope Valley Cluster)	100	25
Population Served: (Check all that apply. A minimum of one must be checked per partner.) <input type="checkbox"/> Homeless Individuals <input checked="" type="checkbox"/> Substance Using/Abusing Individuals <input type="checkbox"/> Individuals with Disabilities <input type="checkbox"/> Individuals with Limited English Proficiency <input type="checkbox"/> Migrant Workers <input type="checkbox"/> Males <input type="checkbox"/> Adolescents		
Partnering Plan: Goals and objectives: The First Missionary Baptist Church in Littlerock, CA. conducts a Black Infant Health (BIH) Program that will work with the Antelope Valley Health Center to conduct outreach to 100 individuals throughout the Antelope Valley. The BIH Outreach Coordinator		

will conduct educational sessions to individuals on the topics of reproductive health, fertility control, and reduction of risks of sexually transmitted infections. Information will also be provided on access to care, health insurance, and reproductive choices.

Brief description of partnership:

The Antelope Valley Cluster Title X Family Planning Program Office and the First Missionary Baptist Church have entered into an agreement to help curtail the increasing numbers of African American (AA) women who are entering pregnancy in poor health by conducting family planning sessions on reproductive health issues. This group of women is also at higher risk for contracting other health problems such as STIs and HIV. The Antelope Valley Health Center and the First Missionary Baptist Church will work together to reach increased numbers of AA women who may be at risk. The First Missionary Baptist Church Outreach Coordinator will conduct intensive outreach and health education sessions throughout the Antelope Valley.

Brief description of tracking system for outreach contacts and visits:

The Outreach Coordinator is required to report all activities to the AVC Title X Liaison by documenting the date, organization, educational topic, number of attendees, and special population group. A tracking system will be developed by the Outreach Coordinator. A minimum of 25 African American clients who were seen in outreach will be tracked as they are seen in the Antelope Valley Health Center family planning clinic.

The outreach coordinator and the Antelope Valley Health Center program manager will work together to identify clients that were seen in outreach sessions. All clients are documented on their first visit to the clinic. Re-visits are all documented in the client's chart, but not recounted as a 'tracked visit'. Data is collected by the outreach coordinator, and reported to the Antelope Valley Health Center Program Manager on a monthly basis.

Evaluation plan for reviewing success of partnership:

The BIH Outreach Coordinator will monitor on a monthly basis the number of outreach contacts and educational sessions that have been conducted. The Antelope Valley Health Center family planning clinic Program Manager and the BIH Outreach Coordinator will develop a system for tracking clients who are seen at clinic sessions because of an outreach contact made with them. The Outreach Coordinator and the Program Manager will meet on a quarterly basis or monthly to make adjustments, if necessary, to their outreach strategies.

Partner 3 :

	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: Long Beach Youth Services Network (Coastal Cluster)	150	14

Population Served: (Check all that apply. A minimum of one must be checked per partner.)

- Homeless Individuals
- ☒ Substance Using/Abusing Individuals
- Individuals with Disabilities
- ☒ Individuals with Limited English Proficiency
- Migrant Workers
- ☒ Males
- ☒ Adolescents

Partnering Plan:

Goals and objectives:

To reach 150 individuals who are in sites which are affiliated with the Long Beach Youth Services Network with information about reproductive health, fertility control and reduction of risks of sexually transmitted infections. Information is also provided about access of care; information is provided about all 3 Coastal Cluster Title X sites to give patients choices. Coastal will provide family planning education and medical services to 14 new clients (tracked visits) as a result of the partnership with Long Beach Youth Services Network.

Brief description of partnership:

Coastal will maintain its partnership with the Long Beach Youth Services Network in order to reach our identified high risk target populations. This is accomplished by attending monthly meetings with the representatives of all the organizations that are members of the Long Beach Youth Services Network, announcing new services available at our sites and providing outreach materials. In addition, each year a letter is sent to each of the target member organizations offering to provide small group education about family planning topics, and information about access to services in the three Coastal Cluster Title X clinic sites. The partner also helps facilitate other community education efforts.

Brief description of tracking system for outreach contacts and visits:

The education and outreach coordinator is required to report activity by documenting the date, organization, topic, number of attendees, and special population groups to the Chief, Women's Health Care. This information is collected and reported on a semi-annual basis to the central Family Planning Program office. At each of the Coastal Cluster Title X clinic sites, the individuals' referral source (eg: outreach efforts) and special population group is documented in secret code on the encounter forms. This data is collected, totaled and maintained in the Coastal Cluster Family Planning Program office.

Evaluation plan for reviewing success of partnership:

The Coastal Cluster Women's Health Care Chief evaluates the progress reports and suggests new priorities to the outreach/education coordinator each quarter. The Long Beach Youth Services Network provides input about outreach priorities to meet community needs. The Coastal Cluster administration and its Health Advisory Committee annually reviews the Special Population Project program and helps develop directions for future years. In addition, the Coastal sites will provide family planning education and medical services to 15 substance abusing individuals, and 150 individuals with Limited English Proficiency, 60 males and 10 adolescents. These patients may be referred as a result of our partnership with the Long Beach Youth Services Network or our other community education efforts.

Partner 4 :	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: WIC-Florence (JWCH)	1500	1000

Population Served: (Check all that apply. A minimum of one must be checked per partner.)

- Homeless Individuals
- Substance Using/Abusing Individuals
- Individuals with Disabilities
- X Individuals with Limited English Proficiency
- Migrant Workers
- Males
- Adolescents

Partnering Plan:

Goals and objectives:

Increase knowledge of family planning to 1,500 women and/or teen moms that participate in various education sessions that WIC offers.

Brief description of partnership:

WIC provides various services to women and teen moms. This is also a good resource which enables us to enter their facility and provide reproductive health education to a captive audience. These individuals are at risk and have limited access to reproductive health services.

Brief description of tracking system for outreach contacts and visits:

JWCH has developed a unique tracking system whereby the outreach workers give potential clients a code name. When the client comes in for the visit, they are asked how they heard about the clinic and they give the code name to the clerk. The code name is entered into the computer and we are able to track the number of contacts resulting in a visit.

Evaluation plan for reviewing success of partnership:

While we monitor on a monthly basis the number of contacts and visits, we meet on a quarterly basis to make adjustments, if necessary, to our outreach strategies.

Partner 5 :	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: WIC/Compton Center (LABioMed)	100	25

Population Served: (Check all that apply. A minimum of one must be checked per partner.)

- Homeless Individuals
- Substance Using/Abusing Individuals
- X Individuals with Disabilities
- X Individuals with Limited English Proficiency
- Migrant Workers
- Males
- Adolescents

Partnering Plan:

Goals and objectives:

To provide family planning education and clinical services to underserved, indigent women under an agreement with the WIC Project agency. This partnership allows contact with those individuals who lack adequate access to family planning services, which traditionally have not been affiliated with family planning program services.

Brief description of partnership:

The role of the LABioMed Women's Health Care Clinic (WHCC) is to provide educational and clinical services to clients from the WIC project. The role of the WIC project is to inform clients of WHCC of the availability of family planning services, to post and distribute educational materials, to provide WHCC staff access to WIC facilities.

Brief description of tracking system for outreach contacts and visits:

An encounter form is completed for each client.

Evaluation plan for reviewing success of partnership:

Annual evaluation of staff time and number of clients (outreach and visits). The Compton - WIC site manager is a member of the WHCC Advisory Council.

Partner 6 :	# of Outreach Contacts in 2007	# of Tracked Visits in 2007
Name: House of Hope (LABioMed)	150	35

Population Served: (Check all that apply. A minimum of one must be checked per partner.)

Homeless Individuals
X Substance Using/Abusing Individuals
Individuals with Disabilities
X Individuals with Limited English Proficiency
Migrant Workers
Males
Adolescents

Partnering Plan:

Goals and objectives:

To provide family planning education and clinical services to the women enrolled in the House of Hope programs (women in recovery).

Brief description of partnership:

The role of the WHCC is to provide educational and clinical services to clients from the House of Hope. Nurse practitioners, health workers and other outreach workers and other outreach staff will visit this site at agreed upon dates and times to present topics of interest to HOH clients. The role of the HOH is to inform clients of WHCC and the availability of family planning services.

Brief description of tracking system for outreach contacts and visits:

The outreach worker collects a sign-in list or counts new contacts during educational presentations. Clerk notes clinical visits made by partner clients in a log book.

Evaluation plan for reviewing success of partnership:

Annual evaluation of staff time and number of clients (outreach and visits). The HOH manager is a member of the WHCC Advisory Council.

Delegate Agency

L.A. County Department of Health Services

Site Information

Site Information	Address	City	State	Zip	Telephone #
Administrative Office	600 S. Commonwealth Ave. #800	Los Angeles	CA	90005	(213) 639-6400
Antelope Valley Health Center	335 B East Ave., K-6	Lancaster	CA	93535	(661) 723-4511
Bellflower Health Center	10005 E. Flower St.	Bellflower	CA	90706	(562) 804-8112
Edward R. Roybal Comprehensive Health Center	245 South Felterly Street	Los Angeles	CA	90022	(323) 780-2282
El Monte Comprehensive Health Center	10953 Ramona Blvd.	El Monte	CA	91731	(626) 579-8461
Glendale Health Center	501 N. Glendale Avenue	Glendale	CA	91206	(818) 500-5785
H. Claude Hudson CHC	2829 South Grand Avenue	Los Angeles	CA	90007	(213) 744-3556
Harbor-UCLA Medical Center	1000 W. Carson St., Bldg. N28	Torrance	CA	90509	(310) 222-2345
Hubert H. Humphrey Comprehensive Health Center	5850 South Main Street	Los Angeles	CA	90003	(323) 846-4312
Long Beach CHC	1333 Chestnut Blvd.	Long Beach	CA	90813	(562) 599-2153
Mid-Valley Comprehensive Health Center	7515 Van Nuys Blvd.	Van Nuys	CA	91405	(818) 947-4000
San Fernando Health Center	1212 Pico Street	San Fernando	CA	91340	(818) 837-6969
Wilmington Family Health Center	1325 Broad Street	Wilmington	CA	90744	(310) 518-8800

Exhibit E

1/1/2007 to 12/31/2007

Agency Name: L.A. County Department of Health Services

Agency Number: 1316

6. Exhibits

Exhibit E

Cost Allocation Methodology Policy Statement

Instruction: The applicant must clearly explain what allocation methodology is used in determining the allocations for the Title X line item in the Budget Detail Section.

The common methods used include:

- a) % of clients served based on client encounters/visits
- b) Full Time Equivalent (FTE) based on a 40 hour work week
- c) Space allocation (square footage)
- d) % of Budget (as a percentage of the entire family planning program for the agency)

The LACDHS Title X Family Planning Program received a Calendar Year 2007 allocation of \$863,388 from CFHC.

The \$863,388 was distributed among 5 Title X Family Planning Programs and the Family Planning Program Office.

The Family Planning Program Office was allocated \$98,597 for Full Time Equivalent based on a 40 hour workweek plus supplies, mileage, travel, Title X conferences: BCS-\$64,088, SPPP-\$34,509.

The remaining Title X allocation of \$764,791 was allocated to 5 Family Planning Programs based on the CFHC Funding Formula Factors effective 3/17/06. Using CFHC Performance Measures for their CY2007 Funding Formula, LACDHS determined the following performance percentages by Program:

SFVC - 38.50%
AVC - 50.05%
Coastal Cluster - 57.60%
JWCH - 65%
LABioMed - 95%

The CY2007 Allocations Graded Reduction Based on Performance allocated to each Program of the remaining \$764,791 Title X allocation were:

SFVC - \$137,562
AVC - \$79,086
Coastal Cluster - \$40,682
JWCH - \$372,581
LABioMed - \$134,880

35% of each Programs' Title X allocation were individually allocated for a Special Populations with Partnering Plan project (SPPP).

The 5 Family Planning Programs determined Title X line items in the budget based on Full Time Equivalents in a 40 hour workweek. Title X funds are applied as a subsidy to their Family Planning Programs'. Each of the 5 Programs utilized Title X funds for BCS and a SPPP project.

1. SFVC offset personnel salaries and employee benefits with BCS and SPPP funds; supplies for BCS and SPPP; and conferences/trainings with SPPP funds based on FTEs on a 40 hour workweek: BCS-\$89,415, SPPP-\$48,147.

2. AVC offset personnel salaries and employee benefits with BCS funds based on FTEs on a 40 hour workweek; and allocated their SPPP funds to their SPPP partner, First Missionary Baptist Church: BCS-\$51,406, SPPP-\$27,680.

3. Coastal Cluster offset personnel salaries and employee benefits with BCS and SPPP funds; supplies for BCS and SPPP; and conferences/trainings with BCS funds based on FTEs on a 40 hour workweek: BCS-\$26,443, SPPP-\$14,239.

4. JWCH offset personnel salaries and employee benefits with BCS and SPPP funds; supplies and outside services for BCS and SPPP based on FTEs on a 40 hour workweek: BCS-\$242,178, SPPP-\$130,403.

5. LABioMed offset personnel salaries, employee benefits, indirect costs with BCS and SPPP funds; supplies for BCS and SPPP; and conferences with SPPP funds based on FTEs on a 40 hour workweek: BCS-\$87,672, SPPP-\$47,208.